

BROOKHAVEN NATIONAL LABORATORY

SBMS Interim Procedure

Interim Procedure Number: 2004-001

Revision: 0

Title: Remote Access to Accounts on Non-sensitive, Unclassified Computer Systems

Point of Contact: Kathleen Hauser

Management System: Information Resource Management System

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Expiration Date: December 31, 2004

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Approved by (Deputy Director, Operations): Michael Bebon

Applicability: Remote Computer Users, System Administrators, and Guest Administrators.

This interim procedure will be incorporated into the Unclassified Cyber Security Subject Area.

General:

People who need to access BNL computers remotely and do not plan to work on the BNL site must be listed in the Guest Information System (GIS) as a remote computer user before they may receive an account. The procedures described here apply to computers containing only non-sensitive information; additional requirements govern access to sensitive but unclassified information.

An appointment as a remote computer user may be issued for a period not to exceed two years. During the last month of an appointment (or earlier if required by the BNL sponsoring organization), the user may apply for an extension for a period not to exceed two years. An extension can be requested each time an appointment is due to expire.

Procedure:

APPLYING TO BE A REMOTE USER

To apply to be a Remote User the applicant must take the following steps:

1. Obtain a BNL host and/or sponsor, as applicable, for the projected work.
2. Complete the on-line [Guest Registration Form](#), selecting "remote computer access only" for type of access required.
 - a. The questions about insurance coverage and emergency contacts should be ignored, as they do not apply to people who will not be working at the Laboratory site.
 - b. People who will not be visiting the Laboratory for their work should ignore the questions about passports, visas, alien numbers, and interpreters.
3. Complete the web-based Cyber Security Training at <http://training.bnl.gov/> after receiving their guest appointment.

The BNL sponsor and the BNL sponsoring department's guest administrator must do the following:

1. Process the on-line registration in accordance with the SBMS subject area on [Guests and Visitors](#) with the following exceptions:
 - Submission to Foreign Visits and Assignments of [Form BNL-473](#) for approval is not required for Remote Computer Access unless the applicant was born in, or is a citizen of a country listed by the Department of State as a sponsor of terrorism. Then, remote access to BNL's computers requires the same [approval](#) as for on-site access. (Note that a user's account will be closed until the necessary approvals are obtained if the user is a national of a country that is added to the State Department's list at a later date.)
 - Guest patent agreements are not required for remote guests sponsored by a BNL department. However, remote computer users who are collaborating on research at one of BNL designated user facilities must be covered by a fully executed Designated User Facility Agreement (DUFA) prior to a computer account being issued. Signed Supplemental DUFAs are not required for remote users.
 - Letters of appointment are not required.

CREATING AN ACCOUNT

A system administrator must satisfy the following:

Verify that an applicant for remote access to a BNL computer has an active appointment as an employee or guest and has completed cyber security training before creating a computer account. Appointment and training status can be verified using the [Computer Access Verification and Registration Form](#).

TERMINATING AN ACCOUNT

A system administrator must do the following:

Terminate access to BNL computers when a remote user's appointment ends in accordance with requirements of the SBMS subject area on [Unclassified Cyber Security](#).

EXTENDING AN APPOINTMENT

To extend an appointment as a remote computer user, the user or the user's sponsor must do the following:

Notify the sponsoring department's guest administrator.

To extend an appointment as a remote computer user, the sponsoring department's guest administrator must do the following:

Process an extension of the user's remote computer user appointment. Submission and approval of [Form BNL-473](#) is not required for Remote Computer Access unless the applicant was born in, or is a citizen of a country listed by the Department of State as a sponsor of terrorism. Then, remote access to BNL's computers requires the same [approval](#) as for on-site access.

TERMINATING AN APPOINTMENT

To terminate an appointment as a remote computer user, the sponsoring department's guest administrator must do the following:

Notify the Guest Processing Office that the remote computer user's appointment is terminating.

To terminate an appointment as a remote computer user, the Guest Processing Office must do the following:

Enter a termination date into the GIS.

Definitions

BNL Designated User Facility –

- Alternating Gradient Synchrotron (AGS)
- National Synchrotron Light Source (NSLS)
- Scanning Transmission Electron Microscope (STEM) Facility
- Tandem van de Graaff Accelerator Facility
- Relativistic Heavy Ion Collider (RHIC)

DUFA – "Use of Facility" agreement between the Laboratory and the outside user's institution. Non-BNL institutions wishing to obtain access to a BNL Designated User Facility must enter into an appropriate agreement for the conduct of non-proprietary and/or proprietary research.

Foreign national – A foreign national is any person who is not a U.S. citizen, and includes permanent resident aliens.

Guest administrator – One or more BNL employees, appointed by each Laboratory organization, authorized to obtain, input, and update information on guests and terminate their active status. This person may also be the sponsor.

Guest processing office – Organizations that have large numbers of guests for whom they are responsible (National Synchrotron Light Source [NSLS], High Energy Nuclear Physics [HENP], and Plant Engineering), are authorized to process guests on entry to the Laboratory and to input and update information into the GIS. The Human Resources Records Group serves as the Guest Processing Office for the rest of the Laboratory.

Host – See the SBMS subject area on [Guests and Visitors](#).

LDAP – Lightweight Directory Access Protocol. For this purpose, LDAP is software used to determine the status of an individual's BNL appointment.

Remote computer user – An individual who uses BNL computers through a network from outside the BNL site, is not an employee, and does not hold any other BNL appointment (e.g. guest, retiree, contractor, etc.).

SBMS – Standards-Based Management System – The document management tool used to compile official BNL procedures.

Sensitive but unclassified information – Information to which access is restricted by law that includes, among others, the following categories: Unclassified but Controlled Nuclear (UCNI), Confidential Foreign Government Modified Handling (CFI/Mod), and Official Use Only (OUO).

Sensitive country – A country to which particular consideration is given for policy reasons during the DOE internal review and approval process of visits and assignments by foreign nationals. Countries may appear on this list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. A foreign national is considered to be from a sensitive country if a citizen of, or employed by, a government or institution of a sensitive country. For a current listing, see the BNL Counterintelligence Program [Sensitive Country List](#).

Sponsor – See the SBMS subject area on [Guests and Visitors](#).

Supplemental DUFA – Where a DUFA is in place between BNL and the outside institution, all subsequent on-site users from the institution sign a "Supplemental Agreement" as part of their registration process. A supplemental DUFA is *not* required for remote computer users associated with a BNL Designated User Facility.

Sponsoring organization – The department/division that oversees the work of the remote computer user.

System administrator – A person responsible for maintaining and operating a computer. A system administrator's responsibilities include creating, maintaining, and terminating accounts on the computer.

Questions about this Procedure can be directed to the Chief Cyber Security Officer.